

Director of Human Resources  
Location: Little Falls, MN

About Us: The Franciscan Sisters of Little Falls (FSLF) is a value-driven nonprofit organization rooted in Respect, Compassion, Hospitality, and Open Communication. We are seeking a skilled and experienced Director of Human Resources to lead our HR department and support our mission.

Job Summary: The Director of Human Resources will manage all aspects of HR, including recruitment, employee relations, compensation and benefits, compliance, and training. This role is ideal for someone who thrives in a collaborative environment and is passionate about creating a positive workplace culture.

**Responsibilities:**

- Lead recruitment, onboarding, and employee development programs.
- Administer payroll and benefits, working closely with finance and insurance providers.
- Maintain and update HR policies and the Employee Handbook
- Ensure compliance with federal and state employment laws.
- Support licensure compliance for FSLF direct care staff in Assisted Living
- Manage the 403(b)-retirement plan and flexible benefits.
- Advise managers on HR policies and employee relations.
- Participating in internal committees and contributing to organizational planning

**Qualifications:**

- Bachelor's degree in human resources, business administration, or related field
- 5+ years of HR experience, preferably in a nonprofit setting
- Strong knowledge of HR practices and employment law
- Excellent communication and organizational skills
- Ability to handle confidential information with discretion.
- Proficiency in Microsoft Excel, Word, Outlook

**Work Environment:**

- Office-based role with occasional lifting (up to 25 lbs.)
- Requires sitting, standing, walking, and phone/email communication.

**How to Apply:**

**Submit your resume and cover letter** to [amys@fslf.org](mailto:amys@fslf.org), Franciscan Sisters 116 8 Avenue SE, Little Falls, MN 56345. We look forward to learning more about you!

Job Type: Full-time

Salary: \$78,000-\$90,000 Range based on individual's knowledge, skills & experience.

Benefits: Health, dental, vision, life, and disability insurances, retirement plan (403b), paid time off, flexible benefit plans, H.S.A. Benefits begin the first of the month following date of hire.

**JOB DESCRIPTION**

**TITLE:** Director

**DEPARTMENT:** Human Resources

**SUPERVISOR:** Chief Operating Officer

**DATE:** October 2025

**A. Description of Role**

Responsible for overall leadership and functions to the Human Resources function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation, and benefits as related to and required for the employees of the Franciscan Sisters of Little Falls (FSLF).

**B. Major and Minor Tasks**

1. Knows and demonstrates the Franciscan Values while performing all job functions. Demonstrates values with other staff, volunteers, clients, and visitors. Franciscan Values: 1) Respect, 2) Compassion, 3) Hospitality and 4) Open Communication.
2. Upholds and fulfills mission and philosophy of Franciscan Sisters of Little Falls in all areas of communications and public relations, whether written, spoken or observed.
3. Regular attendance and punctuality are essential to the position. Various tasks are required to be completed at specific times.
4. Responsible for and administer benefit programs, including conducting analysis and serving as primary contact with insurance brokers and providers (including group health and dental), workers' compensation, and any other plan maintained by the company.
5. Oversee and ensure bi-weekly payroll processing, maintaining accurate payroll records and effectively communicating all payroll items to employees. Distribute pay checks and direct deposit advice. Works collaboratively with Finance Department in completion of payroll process, timecard audit and tie out procedures.
6. Annually reviews and makes recommendations to executive management for improvement of the company's policies, procedures, and practices on personnel matters. Responsible for and communicates changes in Employee Handbook, personnel policies and procedures and ensures proper compliance is followed.
7. Maintains knowledge and responsibility for company compliance with federal and state legislation pertaining to all personnel matters.
8. Assists in the annual review, budget preparation and administration of company wage and salary program, while developing and implementing comprehensive compensation and benefits plans that are competitive and cost-effective for the company. Conduct periodic market and salary reviews to ensure equity, competitiveness, and compliance with local requirements.
9. Consults with legal counsel as appropriate, or as directed by the COO, on personnel matters.
10. Works directly with department managers to advise and coach manager on HR policies, employee changes, and employee relations matters.
11. Develops and maintains a human resource system and records that meets company personnel information needs. Identify opportunities to streamline and automate HR processes and implement improvements.
12. Assists with internal and external audits including but not limited to payroll, benefits, workers compensation and governmental compliance.
13. Manages daily administration, including recruitment and selection, promotions, transfers, affirmative action/EEO compliance, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the company.
14. Completes and updates necessary data and set up for enrolling eligible employees in appropriate insurances and benefits. Research and/or answer employee questions concerning coverage.
15. Serves as FSLF's HIPPA Privacy Officer. Oversee all ongoing activities related to the development, implementation, and maintenance of the organization's privacy policies in accordance with applicable federal and state laws.

16. Responsible for and manages the Flexible Benefit Plans for the eligible FSLF employees. Comply with all reporting, filing and disclosure requirements of the Plan.
17. Responsible for required Assisted Living licensure compliance of employee background screenings, orientation, training, and records for employees designated as FSLF direct care staff.
18. Responsible for the daily, bi-weekly, and annual duties of the FSLF 403(b) Plan to current and former FSLF participants.
19. Serves as a member of committees as designated (i.e., Leadership Council, Fire/Safety Committee meeting, Values Committee, Crisis Team)
20. Performs all other duties as assigned by supervisor.

**C. Education and Training**

- a) Bachelor's degree in human resources, Business Administration, or related field. 5+ years of experience in human resources ideally in a nonprofit.
- b) Broad knowledge of core HR functions, including recruitment, onboarding, employee relations, compensation and benefits, compliance, and performance management.
- c) Working knowledge of employment law and compliance requirements to ensure compliance.
- d) Demonstrated ability to serve as a stand-alone HR professional and/or member of a small HR team, balancing hands-on execution with advisory and strategic responsibilities.
- e) Proficient in Microsoft Outlook, Excel & Word required, experience in database management and record-keeping.

**D. Position Requirements**

1. Responsibility: Performs human resources/personnel functions as related to and required for the employees of FSLF. Ability to maintain the highly confidential nature of HR work; proven ability to manage confidential information with discretion.
2. Mental Application: Close attention to details and accuracy. Use of independent judgment following established guidelines/practices. Must be able to organize and plan details using own initiative.
3. Worker Characteristics: Excellent communication skills, both written and verbal. Ability to work with a broad range of personalities and styles and consistently foster teamwork. Highly organized, timeline-driven, and detail-oriented. Ability to work in a fast-paced environment, adaptable to change and shifts in daily priorities. Demonstrate resourcefulness and initiative in dealing with daily assignments. Ability to work independently, with capability to identify and resolve problems in a timely manner. Must be able to manage multiple interruptions and follow through.
4. Physical Demands: Primarily stationary such as sitting for prolonged periods of time. Must have the ability to stand, walk, talk/hear, both in person and by telephone. Must be able to safely lift 25 pounds using good body mechanics.

**E. Non-Performance Requirements**

Promotion from: No formal line of promotion.

Promotion to: No formal line of promotion.

**F. Scope**

The above descriptions generally reflect the guidelines necessary to define the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.